

**Town of Sterling  
Emergency Management Director**

<b>Job Title:</b> Emergency Management Director	<b>Hours per week:</b> As needed	<b>FLSA Status:</b> Stipend
<b>Reports To:</b> Board of Selectmen	<b>Department:</b> Fire	<b>Grade:</b> N/A
<b>Created Date:</b> 12/2008	<b>Revised Date:</b> None	<b>Approved Date:</b>
<b>Created By:</b> David Hurlbut	<b>Revised By:</b>	<b>Approved By:</b>

**Statement of Duties**

Under the direction of the Board of Selectmen, plans, organizes and directs Emergency Management programs for the Town of Sterling and acts as the representative on all Emergency Management matters; coordinates activities of the Regional Emergency Planning Committee (REPC), Community Emergency Response Team (CERT) and represents the town in matters dealing with other local agencies having emergency management responsibilities. Responsible for maintaining electronic Community Emergency Response Plan (eCEMP) and tracking the Towns' Tier III Hazardous Materials reports. Coordinates sheltering which requires interaction with local church and school personnel as well as the Red Cross and assists in the development of Emergency Dispensing Sites in conjunction with the local and regional Board of Health agencies and provides guidance on the declaration of local State of Emergency.

**Supervision**

Appointed by and responsible to the Board of Selectmen

Appoints Assistant Emergency Management Director and Community Emergency Response Team (CERT) members

Member of Regional Emergency Planning Committee (REPC)

**Essential Functions**

Directs the planning, organizing and carrying out of local Emergency Management activities, conferring as necessary with Worcester County and Massachusetts Emergency Management Agency (MEMA) as well as neighboring local EMA agencies to assure that its activities are an integral and coordinated part of the Overall County and State programs

Keeps the Town Administrator and Board of Selectmen fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations concerned with Emergency Management

Town of Sterling Massachusetts  
Emergency Management Director

Directs a public information program to keep all residents of the local jurisdiction informed about EMA activities. Provides periodic written update of major activities including news articles for the local paper

Establishes, maintains, and runs the local Emergency Operations Center

Attends EMA training courses and workshops

Secures and maintains information regarding facilities and resources of the local jurisdiction and neighboring mutual aid jurisdiction for use in emergency situations

Attends Local EMA Director's Meetings sponsored by the Massachusetts Emergency Management Agency and provides MEMA with reports and or local information particularly through eCEMP

Advises the Finance Committee of financial needs of the EMA and prepares the annual budget

### **Knowledge, Ability and Skill**

This position requires initiative and imagination; knowledge of the structure, functions, and interrelationships of State and local governments

Knowledge of methods of organization, planning, management, and supervision

Knowledge of background and objectives of Federal, State, County, and Local Emergency Management programs

Ability to deal effectively with State, County, and other local government officials

Ability to evaluate situations and exercise good judgment in making decisions

### **Experience and Training**

A commitment to a continuing education and training is crucial to the director's effective management of local EMA program. Military or civil emergency response experience is helpful